



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: K-12 Online Teacher (Aspire, Deer Valley's Online Academy)

Position Type: Certified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Certified	Location: District Office
Salary Range:	Reports to: Director of Online and Virtual Programming
Term of Employment: 9 months	Date: May 12, 2021
Shift: Day, Evening	Approved By: Human Resources

POSITION SUMMARY:

To use leadership, supervisory and administrative skills so as to promote the educational development of each student.

Under the supervision of the K-12 online principal, the K-12 online teacher is responsible for the academic success of elementary, middle, and high school students choosing an online option for learning in the 2020-21 school year. The job of the Deer Valley Online Teacher is to provide support for student success by all means that are necessary, appropriate, and available. K-12 online teachers are responsible for all the essential instructional process by serving as an online instructor with specific responsibilities for developing student success in academics (e.g., language arts, math, etc.) or skills; monitoring student engagement and progress in online courses; updating courses as needed and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Preparation and Course Logistics:

- Instructional Environment – Implementing instructional strategies via the online platform (or virtual classroom) that stimulate learning and increase student engagement and follow the pacing and scope and sequence of their brick and mortar counterparts.
- Utilizing district adopted resources and creating instructional resources to meet the varying needs of learners.

- Building Relationships – Collaborating with parents and colleagues to manage course goals, curriculum, and materials that enhance the learning experience.
- Participate in Course Building.
- Professionalism – Actively participating in Professional Learning Communities (PLCs).
- Communication – Hosting live synchronous Virtual Class Meetings that promote a positive learning environment.
- Data Driven Practice – Analyzing student data to prescribe remediation and enrichment as needed.
- Utilizes Canvas as the Learning Management System.
- Read the online teacher handbook and the online student handbook
- Send welcome messages to students and families.
- Course format and visual design is user-friendly and aesthetically pleasing
- Introduces students to the purpose, navigation and structure of course including instructions on how to get started and where to find various components.
- Maintains and or retrieves accurate student records to include academic progress and ensure student compliance with entering weekly online attendance (MyHours).
- Informs students about accessibility of all technologies required for the course.
- Establishes course milestones and communicates these milestones with students and parents/guardians.
- Uses best practices for online teaching: Uses a syllabus, welcomes students, high instructor presence and communication, clear grading and feedback, rubrics, actively participates and facilitates discussions and groups, uses data to ensure student retention, demonstrates a high level of technical skills and uses help resources as needed (e.g., Canvas support, Canvas Community, DVUSD help desk, etc.).

Course Facilitation:

- Builds relationships in the online learning environment to ensure students feel emotionally connected and subsequently, connected to the content - everyday.
- Teaches content from approved curriculum in accordance with assigned schedule.
- Monitors and motivates students relative to progress for assigned course work.
- Provide synchronous instruction via video conferencing (Virtual Class Meetings).
- Provides personalized, asynchronous video content in the online learning environment to build relationships and provide content.
- Instruct students individually and in groups, using various teaching methods, such as direct instruction, discussions, and demonstrations.
- Implements best practices and strategies in online instruction to advance and improve student performance.
- Uses clear goals and objectives for each unit/module.
- Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems.
- Maintains and creates curriculum modifications in online courses as needed (e.g., current event trends).

- Administers subject specific assessments and tests for the purpose of assessing the level of students' competencies, which includes analyzing data and reteaching.
- Assesses student progress toward objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Demonstrates pedagogical approaches that engage learners for the purpose of providing an effective program that addresses individual student requirements.
- Differentiates classroom work for the purpose of providing students with instructional materials that address individualized learning within established lesson plans/units/modules.
- Provides accommodations for students with 504s and IEPs.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning online environment.

Communication:

- Motivates students to actively participate in all aspects of the online educational process.
- Maintains communication with students and parents to support instruction.
- Apprises students, parents and home school personnel (e.g., counselors) student academic performance.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Responds to inquiries from a variety of sources (e.g., other teachers, parents, administrators, DVOLP staff, etc.) for the purpose of resolving issues, providing information and/or direction.

Professionalism:

- Utilizes, maintains and stays current with the knowledge and skills of the online learning management system, student information system, PowerTeacher Pro, district adopted resources, and other resources.
- Participates in professional development activities for the purpose of improving online instruction and program delivery.
- Actively reads current research about best practices regarding online learning with young learners.
- Works collaboratively with other online teachers to ensure that all students are successfully progressing through the program, that parents have a primary point of contact, and that team tasks are appropriately distributed among team teachers.
- Assists with proctoring district assessments at a campus or in a lab setting (if required).
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources (e.g., connecting with professionals/businesses/organizations) for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.

- Counsels students or refers students to appropriate school personnel for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
- Monitors students in a variety of educational environments (e.g., classroom, campus, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings (e.g., district, staff, departmental, parent nights, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Participates in the PLC team for the purpose of reviewing data and instructional practices.
- Prepares a variety of written materials (e.g., grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports health and safety issues online or in-person to assigned administrators and appropriate agencies (e.g., suspected child or substance abuse, inappropriate social behavior, etc.) for the purpose of maintaining student's personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Responds to emergency situations (online or in-person) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Other functions perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must be highly knowledgeable about the curriculum for the specific course that they are assigned to facilitate and maintain expertise in the district curriculum and the state standards.
- Demonstrates the ability to motivate students in a distance learning environment and the willingness to be flexible and help them become self-disciplined and effective time managers is required.
- Responds to student questions within twenty-four hours and provides feedback on assignments within 72 hours of the due date.

- Actively monitors and tracks individual student progress and provides mediation and direction as needed.
- Must be computer proficient so they can focus on student learning rather than the tools of instruction.
- Must have patience and an aptitude for technical troubleshooting.
- Must have knowledge of Microsoft Office, Google Products, Canvas Learning Management System, and internet-based applications.
- Must have an understanding of or an experience with curriculum design and best practices in instructional strategies.
- Must feel comfortable working in a student-centered setting and utilize effective techniques for this environment.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Demonstrates professionalism in attitude and behaviors.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements and be properly certified.
- Must attain SEI endorsement as required by Deer Valley Unified School District within one year of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree (BA) from a four-year college or university.
- Preferred:
 - Experience working in a virtual environment.
 - Ability to quickly learn new technologies and tools.
 - Experience teaching online (virtual) and/or in a brick-and-mortar environment.
 - Familiar with Canvas Learning Management System or other online platforms.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.

- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.